



Roman Catholic Foundation
of
EASTERN MISSOURI

**Roman Catholic Foundation of Eastern Missouri
Job Description**

Job Title: Director of Finance & Operations

Reports to: President & CEO

Position Summary: The Director of Finance & Operations is responsible for all financial and administrative operations.

Position Responsibilities:

- Financial
 - Supervise Senior Accountant
 - Oversee reporting
 - Assure accurate, timely, financial reporting of Foundation
 - Assure accurate, timely investment reporting to clients
 - Manage budget process
 - Oversight of Accounts Payable, Accounts Receivable
 - Analysis—projections of projects, as needed
 - Coordinate with and manage relationships with:
 - Bank
 - Auditor
 - Investment Consultant
 - Manage and oversee annual Audit
 - Manage and oversee the investment process
 - Manage banking operations including cash management
 - Oversee financial software systems—FIMS, DonorCentral



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- Administrative
 - Manage Gift Processing
 - Acceptance, proper funds flow, acknowledgement
 - Supervise Grants Administrator and Oversee Grants Process
 - I/T—all aspects—software, hardware, and phone systems
 - Coordinate and manage relationship with I/T vendors
 - Supervise Donor Services Manager
 - Oversee Donor Services Department
 - Oversee Raiser's Edge NXT Database
 - Manage Human Resources vendors
 - Oversee Purchasing
 - Maintain board approved Policies
 - Manage Regulatory Compliance—Financial, Investment, State and Federal
 - Responsible for Donor privacy and data security.
- Campaign Pledge Redemption
 - Oversee all internal aspects--proper funds flow, accounting, distribution of funds, reporting to parishes, donors, etc.
- Donor Service
 - Establish, in collaboration with the President & CEO, "world class" donor service standards.
 - Be the Foundation's Donor Service Champion
- Other
 - Serve as resource to staff and donors on charitable giving issues and tax law; advise attorneys, financial advisors, and other professionals on gift policies; attends staff meetings to discuss and consult on major gift reviews and strategy sessions.
 - Work with legal counsel and fiduciary institutions in preparing documentation for planned gift prospective donors and donors. Implement and monitor individual trust arrangements and gift annuities.
 - Analyze program results and cost effectiveness of Planned Giving Program; Collaborate with Gift Planning Officers and President/CEO to
 - develop reports and materials for presentation to Board;
 - recommend annual goals and budget projections,
 - make recommendations for future actions.
- Work occasional events held evenings and weekends.
- Perform other duties, as assigned.



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Requirements:

- C.P.A.
- ten years of management experience
- Bachelor's degree required; Master's degree or Law degree a plus.
- Excellent communication skills - written and oral.
- Proficient computer skills including Microsoft Excel, Word, and PowerPoint
- Knowledge of and willingness to become proficient at Raisers Edge NXT.
- Knowledge of and commitment to the Catholic Church. Ideally, view this work as "mission."
- Excellent organizational and time management skills
- Ability to think creatively and strategically
- Ability to work collaboratively with others inside and outside the organization
- Impeccable integrity and a positive, "can do" attitude

Revised: 8/27/19